

SCOPE OF WORK

- a) The formation of a Consumer Leadership Team in its community to create greater opportunities for consumer-directed supports through addressing local political and organizational barriers and to oversee the activities of this grant. It is anticipated that each Community Leadership Team will consist of 5 to 10 consumer-leaders depending on the size of the community. These Consumer-leaders may be involved in the initial preparation of the grant application, but it is anticipated that the group may expand with the onset and continuation of grant activities.

The Department will be given a description of the Consumer Leadership Team, each member's representation of long term conditions or disabilities, how the team was developed and any plans for increasing members of the team.

Estimated time frame: Beginning April 1, 2004 and ongoing; description of Team due by June 1, 2004

- b) An assessment of consumer direction in the community through use of a modified version of "The Consumer Direction Tool Kit," developed by the National Association of State Units on Aging and the Home and Community-Based Services Resource Network (see Attachment 1). The tool will be used by the Consumer Leadership Team to assess the community in regard to opportunities for individuals with long term conditions and disabilities to participate in the community in meaningful ways, to participate in decisions affecting their lives in service/support policies and in their lives in the community, and their financial security in the community.

This assessment will be completed and produced for the Department and will be used as a "pre-test" for evaluation purposes.

Estimated due date: August 31, 2004

- c) Meetings and other forums to discuss and develop awareness of consumer-directed supports among team members and in the community, identify strengths and weaknesses of the community in regard to consumer-directed supports, and develop outcomes to be achieved by the Consumer Leadership Team with its community. The same modified version of "The Consumer Direction Tool Kit" will be used by the Consumer Leadership Team to structure these discussions and prioritize areas of focus, although other resources may be used as well.

The Consumer Leadership Team is encouraged to involve other community leaders and agencies to accomplish this task. In addition, it is expected to make contact and seek involvement of any other organizations involved in Real Choice grant activities or Olmstead activities, or other entities seeking to promote local planning or consumer led activities in its community. Please see Attachment 2 for a list of known entities or activities.

An interim report will be provided to the Department regarding meetings/ forums/ discussions held, who was involved, and topics of discussion. Minutes of meetings may serve as the report to the Department.

Estimated time frame: April 1 through November 30, 2004

- d) Identification and development of outcome statements/goals and strategies to address priorities identified through the discussions described in number 3 above.

It is anticipated that strategies will result in measurable achievement in:

- enhanced knowledge and understanding of community leaders to the resources needed and the benefits of supporting people with disabilities and long-term illnesses in community; and
- an increase in the knowledge and understanding of consumers and families of consumer-directed services and supports and other community support options;
- an increase in the knowledge, skills and abilities of both agency-based providers and independent personal assistants to support individuals with disabilities and long-term illnesses to remain in the community and direct their own personal assistance services; and
- indicators of change in systems policies, procedures, relationships, or other community change indicators
- A report will be submitted to the Department outlining the outcome statements/goals, strategies, timelines, and who will be involved in each strategy. Timelines that are beyond the scope of the grant funding are to be included.

Estimated time frame: February 28, 2005

- e) Implementation of strategies as defined in number 4.

Estimated time frame: March 1, 2005 and ongoing

- f) Development of a long-term plan for sustaining and replicating any system changes realized in each pilot beyond the project period, and for continuing the implementation of strategies not yet achieved, as identified in number 4.

Estimated time frame: June 1, 2005 through July 31, 2005

- g) Development of a final report to be submitted to the CPASS Advisory Committee and the Department, showing strategies and solutions implemented, training events accomplished, outcomes achieved, the long term plan for sustaining any systems changes realized, ideas for replication, and recommendations to the State. The final report will also include another assessment of consumer direction in the community through use of the modified version of “The Consumer Direction Tool Kit”, as a post-test at the end of the grant period. This assessment will be used by the Department in its evaluation of Systems Change grant activities.

Due date: August 31, 2005

Indicators of Contract Performance

Description of the composition of the Consumer Leadership Team and how the team was determined and developed, as described in number 1.

An interim report regarding meetings/forums/ discussions held, who was involved, and topics of discussion, as described in number 3 above.

Involvement with CPASS staff and Advisory Committee as requested.

Deliverables

Two written assessments of consumer direction in the community through use of a modified version of “The Consumer Direction Tool Kit”. One written assessment will be completed as a “pre-test” and one will be completed again as a “post-test” as described in numbers 2 and 7 above.

A report outlining the outcome statements/goals, strategies, timelines, and who will be involved in each strategy, as described in number 4 above.

A final report showing strategies and solutions implemented, training events accomplished, outcomes achieved, the long term plan for sustaining any systems changes realized, ideas for replication, and recommendations to the State, as described in number 7 above.